

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HCMALL 11/14A**

*This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the ANNOUNCEMENT NUMBER HCMALL 11/14B for reference.*

- OPEN TO:** All interested candidates
- POSITION:** **Strategic Information Program Officer, FSN-10; FP-5 (Steps 5 through 14)\***  
(\*Position grade FP-5 will be confirmed by CDC Headquarters)
- OPENING DATE:** June 17, 2011
- CLOSING DATE:** July 08, 2011
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.
- ANNUAL SALARY:** **US\$56,323.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
  - At least 18 years old; and
  - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
  - Does not receive a Foreign Service or Civil service annuity.
- US\$48,338.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
  - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
  - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
  - EFM hired under PSA mechanism; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
  - Not holder of diplomatic passport; and is a local resident; and
  - Is subject to the host country employment and tax law; and
  - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$16,300.00 (Position Grade: FSN-10- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for Strategic Information (SI) Program Officer position in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP).

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **BASIC FUNCTIONS OF THE POSITION**

The incumbent of the position will be responsible for the management of priority strategic information activities and key partners supporting program activities as defined in the Country Operation Plan. The incumbent will work closely with fellow SI team members to ensure that all SI activities are well coordinated and complimentary. The incumbent will also be responsible for planning and implementing the procurement of resources and training to ensure that participating partners are adequately equipped to meet its objectives. The incumbent will routinely update technical working group leads on the progress of these activities and review priorities and scopes of work based on CDC Vietnam strategies.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

## **QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Medical Degree or Master's degree in one of the following fields: public health, computer science, social sciences or related field is required.
2. Must have at least four years experience in health monitoring and evaluation or surveillance/surveys field. Prior experience in organizational design and data collection and data analysis; or data management and program monitoring is required.
3. Must have specialized, knowledge about computerized strategic information applications so that partners can tailor applications to meet the specifications of different programs and activities and detailed knowledge of local information systems and companies. Learning of the concepts, principles, techniques and practices of monitoring and evaluation strategies most effective to measure prevention, care and support activities is required.
4. Must have ability to organize multiple complex and varying tasks involving collaborative work with Government of Vietnam, Non-Governmental Organizations and private partners. These include the ability to: 1) identify statistically valid sampling size and techniques, collect, analyze and monitor and evaluate a variety of data; 2) organize and present technical information in concise written and oral form; 3) plan, develop, manage and evaluate important and complex programs independently; 4) provide information and advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through expeditiously on all assignments with minimal oversight; 6) focus on details as appropriate; 7) establish and maintain contacts as appropriate with the host government and with stakeholders in the non-governmental arena in order to explain CDC-specific project/program policies, objectives and procedures. Good management skills are required.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (e.g., SPSS, SAS, STATA, Microsoft Office, Excel, PowerPoint) (this will be tested).
6. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **ADDITIONAL SELECTION CRITERIA**

**Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.**

## **SUBMIT APPLICATION TO**

Management Office

U.S. Consulate General, 7A Mac Dinh Chi Street

District 1, Ho Chi Minh City

Tel. 84-8-3520-4342/ 4274

Fax: 84-8-3520-4233

**CLOSING DATE FOR THIS POSITION: JULY 08, 2011**

**(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)**